

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*

April 25, 2022 - Held 10:00 AM

The Greenfield Township Trustees met in special session at the Greenfield Township Administrative Office for the purpose of discussion regarding the hiring of part-time Road Department employees. Trustee Searle called the meeting to order at 10:00 a.m. Dave Cotner, Lonnie Kosch and Kent Searle were present. Fiscal Officer Dawn Wyne attended via phone conference.

Trustee Kosch reported that Tom Shafer, Road and Cemetery Superintendent, had met with Tom Belcher, who is interested in working for the Township. Also, Jim Rienschild and Scott Shepherd are potential candidates. All three gentlemen understand they will work no more than 29 hours per week.

Discussion continued regarding establishing a probationary period for the employees to serve. It was determined that a 90-day probationary period will be served.

It was noted Mr. Rienschild had worked for the Township in the past. Fiscal Officer Wyne confirmed that all three candidates needed to submit a letter of interest and/or a resume' in order to apply for the positions. She confirmed this could be in email form.

There is a packet of documents that need to be completed by each applicant and submitted to the Township, along with the letter of interest and/or resume'. Once those items are received, Fiscal Officer Wyne will check the driver's license status before they would be sent for a drug test. Hiring will occur once a clear driver's license and clean drug test results are received. After discussion, it was determined two employees will be hired from this pool of applicants.

Additional discussion continued regarding the starting salary for these positions. Mr. Rienschild and Mr. Belcher currently have a CDL. Mr. Shepherd is currently working on obtaining his CDL. It was determined the starting rate for part-time Road Department employees with a CDL will be \$25/hour. The rate will be \$15/hour for an employee with no CDL.

Trustee Kosch made a motion to give these people written paperwork for working for the Township; to check their driver's license and give them a drug test, and go about hiring after they pass all the requirements, and pick two candidates to hire from this process. This also includes having them serve a 90-day probationary period.

Trustee Cotner seconded the motion.

ROLL CALL: Cotner: Yes Searle: Yes Kosch: Yes Motion passed 3-0

Motion to adjourn was made by Trustee Cotner; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes Searle: Yes Kosch: Yes Motion passed 3-0

Meeting adjourned at 10:10 a.m.